**2023-2024 Verification Policy and Procedures**

In accordance with federal financial aid regulations, the data entered on the 2023-2024 Free Application for Federal Student Aid (FAFSA) by many students must be verified for accuracy. The U.S. Department of Education selects approximately one third of all FAFSA filers to undergo this process. Financial Aid and Scholarships (FAS) also has authority to select applicants and completes the verification process. If you are selected for verification, your final eligibility for federal financial assistance for the 2023-2024 award year cannot be determined until this process has been completed.

If verification is required, you will receive an email request directing you to check Required Documents in [Self-Service Financial Aid](https://sservice.coastal.edu/Student/FinancialAid/Home). Listed below, are the items required for the 2023-2024 verification process you will need to submit based on your FAFSA dependency status and verification tracking flag.

Please be advised that you are required to complete the verification process, even if you transferred your tax information to the FAFSA using the IRS Data Retrieval tool. There are other data elements required for verification that are not found on the tax return data. However, use of the FAFSA IRS Data Retrieval Tool will suffice for all of the federal tax return data, as long as none of the imported data has been changed by the student and/or the parent(s).

The IRS Data Retrieval Tool can be used during the initial completion of the FAFSA or when making corrections. The IRS Tax Return Transcript can be obtained via the IRS Form 4506-T, calling the IRS at 1-800-908-9946, or through the website <https://irs.gov> (recommended).

**Required Documentation (2023-2024):**

**Dependent Students Selected for the 2023–2024 Academic Year**

* **V1 Group**
	+ A 2023–2024 Dependent Verification Worksheet, signed by both student and at least one parent on the FAFSA.
	+ Student and/or Parent(s) Tax Filers
		- Utilize the IRS Data Retrieval Tool, **OR**
		- Provide a copy of the 2021 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2021 federal tax return (including Schedules 1, 2 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Students and/or Parent(s) - Non-filers
		- A completed and signed Parent Filing Verification Form and all 2021 W-2(s).
		- A completed and signed Student Filing Verification Form and all 2021 W-2(s).
		- Copy of 2021 Verification of Non-filing Letter from the IRS (for non-filers) dated October 1, 2022, or later and all W-2(s). Dependent Students are not initially required to provide a Verification of Non-filing letter.
* **V4 Group**
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification.
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office to submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to notary if unable to appear in person.
* **V5 Group**
	+ A 2023-2024 Dependent Verification Worksheet, signed by both student and at least one parent on the FAFSA.
	+ Student and Parent(s) – Tax Filers
		- Utilize the IRS Data Retrieval Tool, **OR**
		- Provide a copy of the 2021 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2021 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student and/or Parent(s) – Non-filers
		- A completed and signed Parent Filing Verification Form and all 2021 W-2(s).
		- A completed and signed Student Filing Verification Form and all 2021 W-2(s).
		- Copy of 2021 Verification of Non-filing Letter from the IRS dated October 1, 2022, or later and all W-2(s). Dependent Students are not required to provide a Verification of Non-filing letter.
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification.
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office and submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.

**Independent Students Selected for the 2023-2024 Academic Year**

* **V1 Group**
	+ A signed 2023-2024 Independent Verification Worksheet
	+ Student (and spouse, if applicable) – Tax filers
		- Utilize the IRS Data Retrieval Tool, **OR**
		- Provide a copy of the 2021 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2021 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student (and spouse, if applicable) – Non-filers
		- A completed and signed Student Filing Verification Form and all 2021 W-2(s).
		- Copy of 2021 Verification of Non-filing Letter from the IRS dated October 1, 2022, or later and all W-2(s).
* **V4 Group**
	+ Provide the Statement of Identity Educational Purpose form and copy of valid government-issued identification.
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office to submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.
* **V5 Group**
	+ A signed 2023–2024 Independent Verification Worksheet
	+ Student (and spouse, if applicable) – Tax filers
		- Utilize the IRS Data Retrieval Tool, **OR**
		- Provide a copy of the 2021 IRS Tax Return Transcript and separate W-2(s), **OR**
		- Provide a signed copy of the 2021 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
	+ Student (and spouse, if applicable) – Non-Filers
		- A completed and signed Student Filing Verification Form and all 2021 W-2(s).
		- Copy of 2021 Verification of Non-filing Letter from the IRS dated October 1, 2022, or later and all W-2(s).
	+ Provide the Statement of Identity and Educational Purpose form and copy of valid government-issued identification.
		- Student may appear in person at Coastal Carolina University Financial Aid and Scholarships office and submit this documentation, **OR**
		- Student may provide the original notarized form and copy of valid government-issued identification presented to the notary, if unable to appear in person.

Once **all required** documents have been received and there is no conflicting information, Financial Aid and Scholarships will complete the 2023–2024 verification process with 10-15 business days and make any necessary data changes with the Central Processing Service. Any corrections made to your FAFSA will result in you receiving a new Student Aid Report (SAR).

Documentation or written clarification for other FAFSA data elements not normally required may sometimes be needed by Financial Aid and Scholarships to complete the verification process. If this occurs, Self-Service Financial Aid will be updated with the required documentation. You will be notified via email and/or by mail to review Required Documents in Self-Service Financial Aid.

Once the verification process is complete and all other statuses (Admissions, Satisfactory Academic Progress, etc.) are satisfactory, then you will be awarded. An award notification will be sent to your CCU email directing you to Self-Service to view your financial aid awards and offer letter.

**Important Deadlines**: If your 2023–2024 FAFSA is selected to undergo the verification process, no federal aid may be awarded until verification is complete. Please be prepared to make other payment arrangements if verification has not been completed by the fee payment deadline. Please make every effort to complete verification as soon as possible to ensure there is not a delay in the delivery of your financial aid.